

**INDIANA BOARD OF VETERINARY MEDICAL EXAMINERS
VETERINARY TECHNICIAN
INFORMATION AND INSTRUCTION SHEET**

Before completing and submitting your application to our office, please read all materials and information included.

BUREAU ADDRESS/PHONE NUMBER/FAX/EMAIL/WEBSITE

Health Professions Bureau
402 West Washington Street
Room W066
Indianapolis, Indiana 46204
Staff Phone: (317) 234-2054
Staff FAX: (317) 233-4236
Website: www.IN.gov/hpb
Staff Email: hpb8@hpb.state.in.us

CONTENTS OF APPLICATION PACKET

This application packet should contain the following information:

Application
Certification of Expected Graduation form
Verification of Veterinary Technician Registration form
Information and Instruction Sheet
Veterinary Statute – Article 5
Veterinary Rules - Title 888
Health Profession Standards of Practice - IC 25-1-9
(Attached to the Veterinary Statutes)

If your packet does not contain all of the above information, please contact the Bureau to have this information forwarded to you.

JURISPRUDENCE EXAMINATION

All applicants for registration as a veterinary technician are required to pass a written jurisprudence examination. No applicant is exempt from this requirement.

Applicants who take the VTNE examination in the state of Indiana will be administered the jurisprudence examination on the day of the VTNE examination.

Applicants who apply for endorsement will be notified and sent a schedule of dates in which to take the jurisprudence examination after approval by the Board. The Jurisprudence Examination is given every other week at the Indiana Government Center South/Health Professions Bureau in Indianapolis, Indiana.

The jurisprudence examination will cover the veterinary statute and rules, and the Health Professions Standards of Practice. A score of 75 or above on the examination is passing.

BASIS FOR REGISTRATION

EXAMINATION – Based upon apply to take the Veterinary Technology National Examination (VTNE) in the state of Indiana.

ENDORSEMENT BY EXAMINATION – Based upon passing the Veterinary Technology National Examination (VTNE) in another state.

ENDORSEMENT – If the applicant has not taken the Veterinary Technician National Examination (VTNE), the applicant must provide proof that for the five (5) years immediately preceding filing an application with

this Board that he/she has been a registered veterinary technician in a state, territory, or district of the United States having registration requirements, which are substantially equivalent.

The applicant who applies for registration under this section bears the burden of proving the requirements of the state in which the applicant is currently registered are equivalent to those requirements of the Board. The applicant shall submit any documentation, required by the Board, to determine whether the requirements of the other state are equivalent to the Board's.

TESTING ACCOMMODATION REQUEST

If you have a disability, which may require some accommodation in taking the examination, please request a **Testing Accommodation Request Form** from this office by calling (317) 234-2054. If an accommodation is not requested prior to the application deadline, we cannot guarantee the availability of the accommodation on-site.

THE FAIR INFORMATION PRACTICE ACT

In compliance with IC 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

Your Social Security Number is being requested by this state agency in accordance with IC 4-1-8-1. Disclosure is mandatory, and this record cannot be processed without it.

MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER

Pursuant to Section 7 of the Privacy Act of 1974, you are hereby given notice that disclosure of your U.S. Social Security number on your application is mandatory for the purpose of complying with IC 25-1-5-8 and IC 4-1-8-1 which provide that the Indiana Department of Revenue may obtain Social Security numbers from the Health Professions Bureau for tax enforcement purposes. In addition, disclosing such number is mandatory in order for the licensing board or committee to comply with the requirements of the federal National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank 42 U.S.C. §1320(a)-7e(b), 5 USC §552a, 45 CFR Part 60.1, and 45 CFR Part 61.

Failure to disclose your U.S. social security number will result in the denial of your application. Application fees are not refundable

<p style="text-align: center;">REGISTRATION AS A VETERINARY TECHNICIAN INSTRUCTIONS APPLYING TO TAKE VETERINARY TECHNOLOGY EXAMINATION</p>

The instructions listed below are for applicants who are applying to take the veterinary technology national examination. The examination is administered one time per year in the month of January. If the date below has already passed please go to the Board's Website at www.IN.gov/hpb to download an updated application and instruction sheet or you may contact the Health Professions Bureau for an updated packet by calling (317) 234-2054.

2004 EXAMINATION AND DEADLINE DATE	
EXAMINATION DATE	DEADLINE DATE
January 16, 2004	December 2, 2003
All applications for the examination must be submitted or postmarked forty-five (45) days prior to the examination date.	

REGISTRATION APPLICATION

Mail completed application along with all required documents listed below to the Health Professions Bureau at the following address:

Health Professions Bureau
Attn: Indiana Board of Veterinary Medical Examiners
402 West Washington Street, Room W066
Indianapolis, Indiana 46204

AFFIDAVIT

If you answer "yes" to any of the six (6) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance companies are not accepted in lieu of your statement, however they may accompany your affidavit.

FEE INFORMATION

Applicants must submit a **forty-five dollar (\$45.00)** fee with their application made payable to the Health Professions Bureau. This fee may be submitted by cash, check or money order. We cannot accept payment by credit card. **ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

PROFESSIONAL EXAMINATION SERVICE (PES) FEE

In addition to the forty-five dollar (\$45.00) application fee, an applicant for examination or reexamination must bring to the examination a **certified check or money order** payable to the Professional Examination Service in the amount of one hundred dollars (\$100.00). ***Cash, personal checks or company checks will not be accepted by PES. All fees that are owed to PES must be paid on the day of the examination or you will not be permitted to take the examination.***

PHOTOGRAPH

Applicants must submit two (2) acceptable photographs, taken not earlier than one (1) year prior to the date of application dated and signed across the back in the applicant's handwriting, "I certify that this is a true photograph of me". The photograph should be approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

OFFICIAL TRANSCRIPTS

Applicants must submit an official transcript, certified by the school or college, recording the degree earned in a program of veterinary technology.

CERTIFICATION OF EXPECTED GRADUATION FORM

If an official transcript has not been issued you must have the "Certification of Expected Graduation" form completed by the Dean, Secretary, or Registrar and it must include the school seal. This form must be received prior to the applicant being approved to take the VTNE examination. The Certification of Expected Graduation Form is attached to your application. (See Note)

NOTE: If a certification of expected graduation form is submitted, that upon successful completion of the examination an official transcript certified by the school or college, recording the degree earned in a program of veterinary technology, will need to be submitted prior to the issuance of your registration as a veterinary technician.

NAME CHANGE

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate is acceptable if your name differs from that on any of your documents.

REGISTRATION AS A VETERINARY TECHNICIAN INSTRUCTIONS BY ENDORSEMENT

REGISTRATION APPLICATION

Mail completed application along with all required documents listed below to the Health Professions Bureau at the following address:

Health Professions Bureau
Attn: Indiana Board of Veterinary Medical Examiners
402 West Washington Street, Room W066
Indianapolis, Indiana 46204

AFFIDAVIT

If you answer "yes" to any of the six (6) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance companies are not accepted in lieu of your statement, however they may accompany your affidavit.

FEE INFORMATION

Applicants must submit a **thirty dollar (\$30.00)** application fee made payable to the Health Professions Bureau. This fee may be submitted by cash, check or money order. We cannot accept payment by credit card. **ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

PHOTOGRAPH

Applicants must submit two (2) acceptable photographs, taken not earlier than one (1) year prior to the date of application dated and signed across the back in the applicant's handwriting, "I certify that this is a true photograph of me". The photograph should be approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

OFFICIAL TRANSCRIPTS

Applicants must submit an official transcript, certified by the school or college, recording the degree earned in a program of veterinary technology.

OFFICIAL SCORE REPORT

Applicants must submit an official score report submitted from the Professional Examination Service (PES) showing a passing score on the VTNE examination. Contact PES for information on how to obtain your VTNE scores and the fee information.

PROFESSIONAL EXAMINATION SERVICE

475 Riverside Drive
New York, New York 10115-0089
Telephone: (212) 367-4342
FAX: (212) 367-4266

VERIFICATION OF REGISTRATION

A verification of registration must be submitted from every state where you hold or have held a registration to practice as a veterinary technician, verifying the date the applicant's registration was originally issued and certifying whether or not disciplinary proceedings have ever been initiated or are presently pending against the applicant.

If a state examination was administered, please have the state board attach the examination subjects and scores to the verification of veterinary technician registration form. The verification of veterinary technician registration form is apart of your application. Please make copies of the form if you are registered in more than one state.

NAME CHANGE

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate is acceptable if your name differs from that on any of your documents.

PROOF OF 5 YEARS OF ACTING AS A REGISTERED VETERINARY TECHNICIAN

If you have not completed a veterinary technology national examination but have graduated from an approved program of veterinary technology you must submit proof of five (5) years, immediately preceding filing an application, that he/she has been acting as a registered veterinary technician in a state, territory, or district of the United States having registration requirements which are substantially equivalent to the requirements of this chapter. Documentation of your employment record for the past five (5) years may include such evidence as:

- A letter from your employer, including dates of employment and name and address of the practice.
- A letter from colleagues including dates of where you were employed and name and address of the practice.
- Any other information to prove to the Board's satisfaction that you have been employed as a veterinary technician for the past five (5) years.

NAME CHANGE

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate is acceptable if your name differs from that on any of your documents.